

Council Communication

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CATHY TEMPLETON, TOWN CLERK 503-6861

THROUGH: PATRICK BANGER, TOWN MANAGER

MEETING DATE: OCTOBER 4, 2012

SUBJECT: COUNCIL ADMINISTRATION – COUNCIL MEETING
CALENDAR 2013

STRATEGIC INITIATIVE:	N/A
LEGAL REVIEW	FINANCIAL REVIEW
<input type="checkbox"/> Complete	<input type="checkbox"/> Complete
<input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> N/A

RECOMMENDED MOTION

A MOTION TO APPROVE THE COUNCIL MEETING CALENDAR FOR 2013 (STUDY SESSIONS, COUNCIL MEETINGS, AND ANNUAL PLANNING MEETING).

BACKGROUND/DISCUSSION

Council received a calendar of proposed meeting dates for 2013 at the Annual Planning Meeting. Following that meeting, Council received an updated calendar that included changes Council requested. As of the time of packet preparation, no additional changes have been requested. *The attached list includes 2013 Study Sessions, Council Meetings, and the Annual Planning Meeting.*

Other Special Meetings will be scheduled as identified or needed but are not included as part of the calendar approval. These Special Meetings may include joint meetings with boards and commissions, meetings with school districts, meetings with other cities/towns, and similar meetings. Council will be advised as these meetings are scheduled and they will be added to the Future Meetings list that is distributed with each Council agenda. These meetings are also updated by the Mayor/Council Assistant to the Mayor and Town Council calendars.

FINANCIAL IMPACT

Meeting support is provided by the Clerk's Office staff. Agenda preparation, minutes, and processing of documents is part of the core services provided by the Clerk's Office.

STAFF RECOMMENDATION

Staff recommends approval of the meeting schedule.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cathy Templeton", with a large, sweeping flourish extending to the right.

Cathy Templeton
Town Clerk

Attachments/Enclosures:
Meeting Schedule

COUNCIL MEETING SCHEDULE
CALENDAR YEAR 2013

Study Session	Special Meeting
01-15-13	01-17-13
01-22-13	01-24-13
02-05-13	02-07-13
02-19-13	02-21-13
03-05-13	03-07-13
03-19-13	03-21-13
04-02-13	04-04-13
04-16-13	04-18-13
04-30-13	05-02-13
05-14-13	05-16-13
06-04-13	06-06-13
06-25-13	06-27-13
07-30-13	08-01-13
08-13-13	08-15-13
09-03-13	09-05-13
09-17-13	09-19-13
10-01-13	10-03-13
10-22-13	10-24-13
11-05-13	11-07-13
11-19-13	11-21-13
12-03-13	12-05-13
12-17-13	12-19-13

ANNUAL PLANNING MEETING

August 24 & August 25, 2012